

California State Library  
California Civil Liberties Public Education Program

**Quarterly Narrative Report**

Quarter:

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First quarter -- Jul, Aug, Sep (Due by Oct 30)

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Second quarter -- Oct, Nov, Dec (Due by Jan 31)

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Third quarter -- Jan, Feb, Mar (Due by Apr 30)

This report is due quarterly, within one month after each three-month period of the project's duration. Note that failure to submit these reports within the timeline of the grant program could jeopardize receipt of the final 25% grant payment. Submit a total of **TWO (2)** copies of the report, one with original signature, to:

**California State Library  
Budget Office - CCLPEP  
P.O. Box 942837  
Sacramento, CA 94237-0001**

Date: \_\_\_\_\_ Grant Award ID #: \_\_\_\_\_

1. Grantee \_\_\_\_\_

2. Project \_\_\_\_\_

3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

3. Continued

4. Describe the impact of the project on the target group.

5. Note any comments or feedback that you have received from others such as an advisory group, the community, or the target group.

6. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.

7. Is the project on schedule as described and approved?

☐  
yes☐  
no

within budget as approved ?

☐  
yes☐  
no

If either box is checked "no", describe what corrective actions are being taken.

8. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?

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Signature and title of person completing report

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Telephone